

**FILED:** *Meetings File*

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**RETURN TO**  
RECORDS MANAGEMENT DIVISION

Items for discussion at meeting of Chiefs  
on Wednesday, 12 January.

- ✓ 1. Film Procurement (see attached).
- ✓ 2. Clark Committee - General Clark, Colonel Lane, Colonel Miller and Mr. Magruder.
- ✓ 3. Better than average performance from all employees.
- ✓ 4. Leave - Approval in advance - sign T & A's in advance of leave on payday or the Monday following to eliminate Forms 71 having to be filled in and sent Payroll later.
- ✓ 5. Commendation - Office of the General Counsel.
- ✓ 6. Eliminating excess equipment and supplies.
- ✓ 7. DD/P records management program.
- ✓ 8. Edna is authorized now to sign property passes.
- 9. *Hilland Hotel - thru 13 Jan.*  
*Moore Business Forms*